DRAFT

STUDENT

Student Self-Service

Document Number:

Department:

Contact Name:

Email:

Phone:

Version:

Last Update: March 28, 2006

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Table of Contents

Introducing the UNO Project **5**

Introducing SunGard SCT Banner **7**
Benefits of SCT Banner 8

Introducing the Manual **9**
Prerequisites 9
Objectives of this Manual 9
Document Conventions 10

Getting Started **11**
Accessing Student Self-Service 11
Logging-In to the myNMSU Web page 12

Introducing the Student Self-Service Interface **15**
Understanding Product Conventions 15
Terminology 16

Working with Personal Information **17**
Accessing the Personal Information Menu 17
Changing a PIN 18
Changing a Login Verification Question 18
Viewing and Updating Addresses and Phones 19
Viewing and Updating E-mail Address Information 21

Working with Student Registration **25**
Accessing the Registration Menu 25
Checking Registration Status 26
Adding a Class 28
Dropping a Class 31
Changing Class Options 32
Viewing Week at a Glance 33
Viewing Student Detail Schedule 34

Working with Student Records **37**
Accessing the Student Records Menu 37
Viewing Holds 38
Viewing Final Grades 39
Viewing a Transcript 40
Viewing Account Information 41

Working with Financial Aid **43**
Accessing the Financial Aid Menu 43
Viewing Financial Aid Award Information 44
Accepting Financial Aid Awards 45
Accepting a Partial Amount of an Award 46

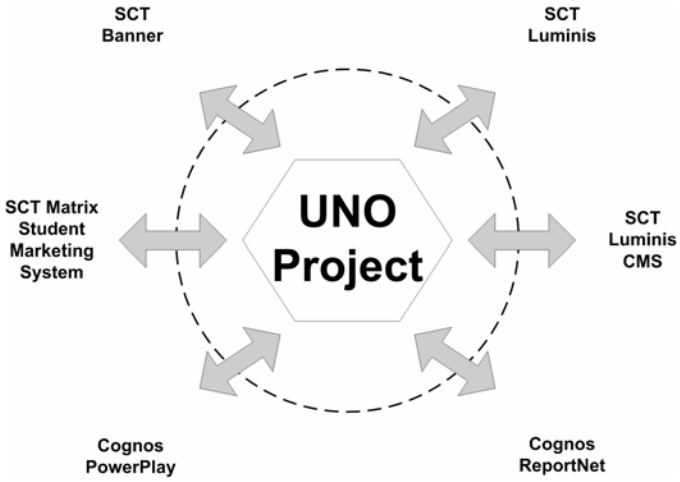
Appendix A: Common Student Self-Service Errors **49**

Appendix B: Compatible Browsers **51**

Introducing the UNO Project

In June 2003, NMSU pursued an administrative systems software replacement project named “UNO,” or “Unifying NMSU Online,” The goal of the UNO Project is to integrate electronically all administrative functions of the university. To accomplish this goal, NMSU joined more than 1,100 other higher education institutions in choosing SunGard SCT Banner because of its minimal system modification features.

In addition to implementing SCT Banner, NMSU has also implemented other systems to support SCT Banner, including SCT Luminis, SCT Luminis CMS, Cognos ReportNet, Cognos PowerPlay, and SCT Matrix Student Marketing System.



Major goals of the UNO Project are to update our current processes that use information systems, consolidate core university information into an integrated database, and create new methods of web-based self service for university procedures and information.

The following systems are described:

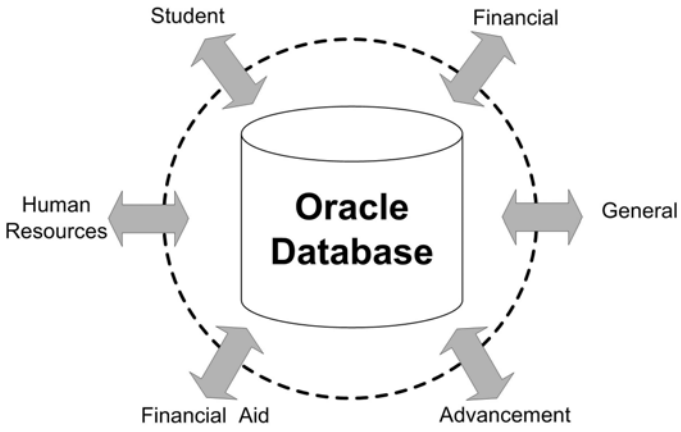
System	Description
SCT Banner	SCT Banner is the suite used for administrative data enterprise wide.
SCT Luminis	SCT Luminis is the myNMSU portal. The portal is the access point for Students, Staff, and Faculty to self-service options including: changing personal options, entering, time and leave, e-mail, and calendar.
SCT Luminis CMS	SCT Luminis CMS is a Content Management System designed to help organize and maintain Web content and facilitate consistency of content, navigation, and look-and-feel of the University’s entire Web site.
Cognos ReportNet	Cognos ReportNet is the web-based enterprise reporting tool, designed for you to generate custom reports.
Cognos PowerPlay	Cognos PowerPlay is used to analyze large amount of data.
SCT Matrix Student Marketing System	SCT Matrix SMS enables NMSU to mange the recruiting and admissions process.

Introducing SunGard SCT Banner

SunGard SCT Banner is the new Enterprise Resource Planning (ERP) suite that integrates all departments and functions across NMSU onto a single computer system that can serve each individual departments need.

Internet Native Banner (INB) is the Web version of the new Enterprise Resource Planning suite NMSU employees will use to access vital university administrative information. One must access INB through a Web browser.

The suite acts as an interface between users and an Oracle database containing New Mexico State University administrative data.



The NMSU Banner suite is composed of six systems: Student, Financial, General, Advancement, Financial Aid, and Human Resources. The integrated suite uses rules and validation tables to ensure the data are entered and accessed correctly. Since the Banner systems are highly integrated and share a common Oracle database, everyone who uses the systems sees common database information in real time.

Benefits of SCT Banner

SCT has been providing services to the higher education market for over three decades. Developed specifically for higher education institutions, SCT Banner offers the following benefits:

- Available 24 hours a day, 7 days a week access from any authorized web-enabled computer.
- Shared data is entered only once.
- Individual non-social security ID number for students, faculty, and staff.
- Electronic signatures, forms and workflow.
- Oracle database as a basis for generating reports.
- Ability to implement improved methods to track enrollment.
- Ability to define clear and consistent data definitions.
- Strong baseline system to allow NMSU ICT staff to focus on improvements to the system.
- Integration with NMSU's web-based course management system, WebCT.

Introducing the Manual

This manual describes the procedures that NMSU students typically complete to enter and update personal information, register for courses, view account information, and work with financial aid awards during the academic year.

Prerequisites

You should know what your specific needs are when you review this manual. This helps you to rapidly understand how the manual's contents can help you.

Successful Student Self-Service users have experience using Microsoft Windows 2000 version or newer and Windows-compatible Internet browsers or one of the compatible browsers listed in **Appendix B: Compatible Browsers**.

Objectives of this Manual

This SCT Banner Student Self-Service Manual describes NMSU's student self-service procedures. It contains the information you need to complete these activities:

- Accessing Student Self-Service
- Working with Personal Information
- Work with Student Registration
- Work with Student Records
- Work with Student Financial Aid.

Document Conventions

These document conventions will point out special information, and help you to successfully follow step-by-step instructions in this manual.

	Notes alert readers of potential problems or to emphasize special points.
	Tips suggest shortcuts or special hints to make a process easier.
Click vs. Select	**Click** is used for commands, command buttons, option buttons, and choosing options in a list, gallery or palette. Examples: On the **Tools** menu, click **Options**, and then click the **View** tab. In the **Options** dialog box, click the **View** tab. **Select** is more passive because it may not trigger an action. **Select** is used to refer to marking text, cells, check boxes, option buttons, and similar items that will then be subject to a user action.

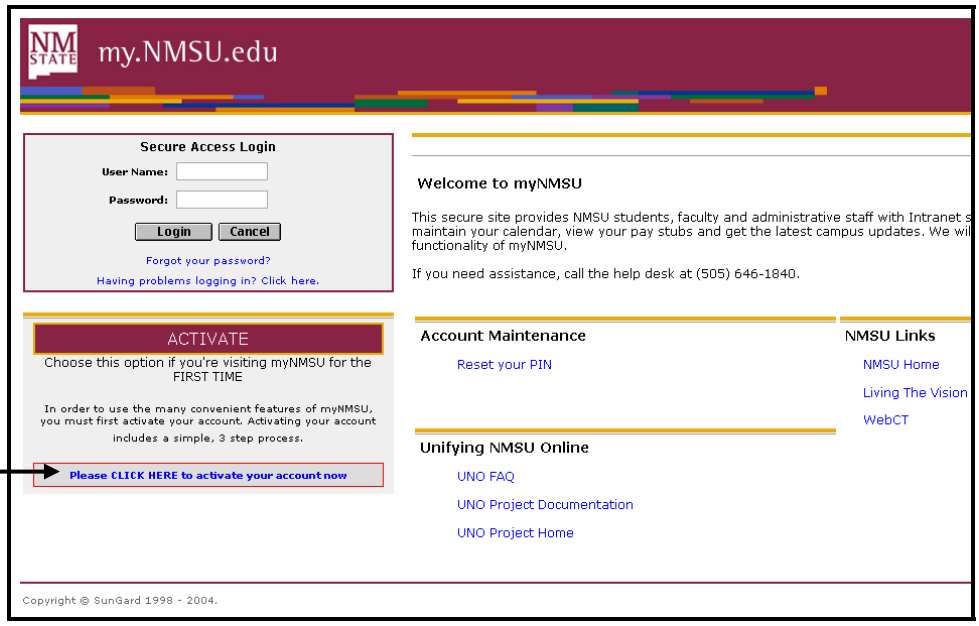
Getting Started

In this section you are given some background information that you will need to get started using Student Self-Service, including understanding how to access the system.

Accessing Student Self-Service

Access to Student Self-Service requires that you have a **User ID** and **Password** for the New Mexico State University myNMSU Web page. If you do not have a **User ID** and **Password** for the New Mexico State University myNMSU Web page, you can **activate** and **set up an account** by clicking “Please CLICK HERE to active your account now” located below the Secure Access Login.

This is the myNMSU Web page login screen. The arrow below is where you can activate your account if you have not already done so.


my.NMSU.edu
Secure Access Login
User Name:
Password:
Login
Cancel
Forgot your password?
Having problems logging in? Click here.
Welcome to myNMSU
This secure site provides NMSU students, faculty and administrative staff with Intranet s
maintain your calendar, view your pay stubs and get the latest campus updates. We wil
functionality of myNMSU.
If you need assistance, call the help desk at (505) 646-1840.
ACTIVATE
Choose this option if you're visiting myNMSU for the FIRST TIME
In order to use the many convenient features of myNMSU, you must first activate your account. Activating your account includes a simple, 3 step process.
Please CLICK HERE to activate your account now
Account Maintenance
Reset your PIN
NMSU Links
NMSU Home
Living The Vision
WebCT
Unifying NMSU Online
UNO FAQ
UNO Project Documentation
UNO Project Home
Copyright © SunGard 1998 - 2004.

Once you have activated your account and have acquired a **User ID** and **Password**, you are ready to **Login** to the myNMSU Web page and start using Student Self-Service.

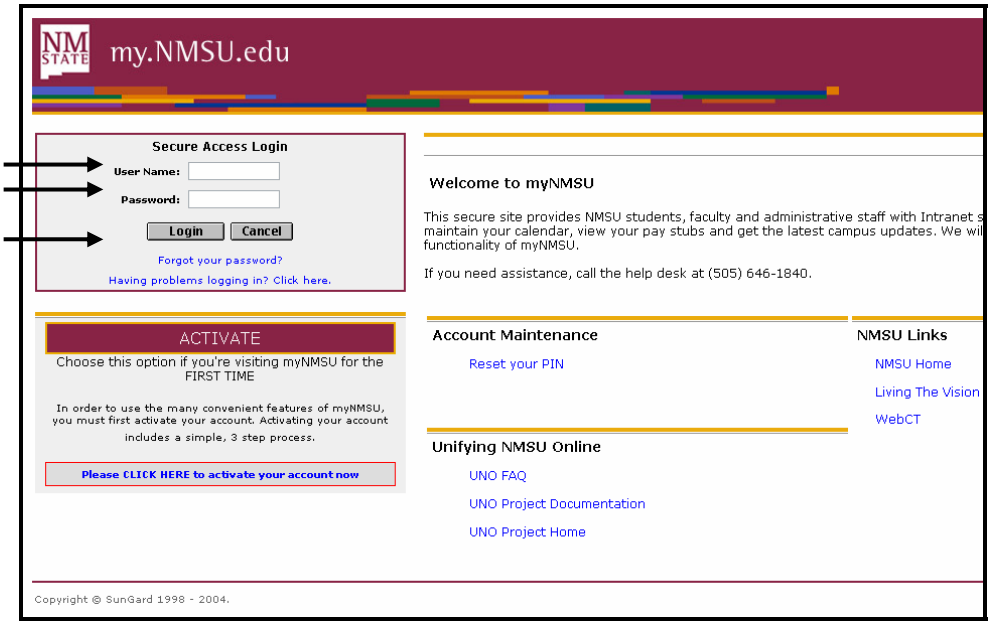
Logging-In to the myNMSU Web page

To **Login** to the myNMSU Web page as an authenticated user, you must successfully login using your **User ID** and **Password**.

Instructions

1. Open a Web browser session.
2. Type the URL: https://my.nmsu.edu/cp/home/displaylogin
   The **Login** screen appears.

User ID
Password


my.NMSU.edu
Secure Access Login
User Name:
Password:
Login
Cancel
Forgot your password?
Having problems logging in? Click here.
Welcome to myNMSU
This secure site provides NMSU students, faculty and administrative staff with Intranet s
maintain your calendar, view your pay stubs and get the latest campus updates. We wil
functionality of myNMSU.
If you need assistance, call the help desk at (505) 646-1840.
ACTIVATE
Choose this option if you're visiting myNMSU for the FIRST TIME
In order to use the many convenient features of myNMSU, you must first activate your account. Activating your account includes a simple, 3 step process.
Please CLICK HERE to activate your account now
Account Maintenance
Reset your PIN
NMSU Links
NMSU Home
Living The Vision
WebCT
Unifying NMSU Online
UNO FAQ
UNO Project Documentation
UNO Project Home
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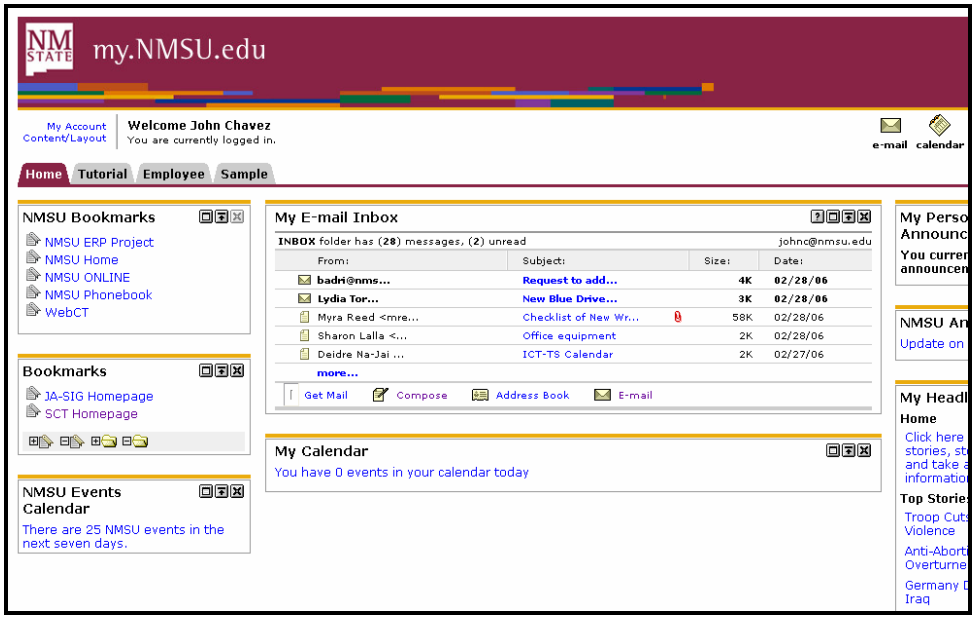
You can create a bookmark in your browser for quick access to myNMSU.

3. Type your **User ID** and **Password**.
4. Select **Login**.
   Your myNMSU session begins with the following **General Interface**.



After logging in to the **General Interface**, you will access the **Student Self-Service Interface** by clicking the appropriate, grey-shaded tab located below the “Welcome” message.

Introducing the Student Self-Service Interface

Self-Service Banner is the Web version of the new Enterprise Resource Planning system NMSU students will use to access vital personal and administrative information.

Once you have logged into the myNMSU Web page and have accessed the Self-Service Interface, you will be presented with the **Main Menu**.

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search
Go
ACCESSIBILITY SITE MAP HELP EXIT
Main Menu
Welcome, Pete Lasso, to the WWW Information System! Last web access on Feb 10, 2006 at 12:19 pm
Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid
WebCT.com, The e-Learning Hub
Find online help, research tools, discussions, and more!
RELEASE: 7.2

The **Main Menu** is integrated into myNMSU for fast access and easy navigation. This menu is the starting point for navigating throughout Student Self-Service.

Understanding Product Conventions

When you first are introduced to a new system, it is like learning a new language. This section exposes you to some of the basics of Banner terminology, and the naming conventions used in this manual.

Terminology

Understanding the terms provided in this manual will help you to understand the instructions presented in this manual, and to present clear, specific questions that you may have about the information provided.

This table defines the basic terminology used in this manual.

Menu	Student Self-Service is composed of a number of interrelated menus accessed from the Main Menu. For example, to complete personal and administrative procedures, users must access the Personal Information Menu, the Student & Financial Aid Menu, the Faculty/Advisors Menu, etc., from the Main Menu.
Term	An academic time frame a user selects to perform a particular task. For example, a term is defined as Fall 2005, Spring 2006, or Summer 2006.
Drop-down List	A list box with an arrow next to it, which, if dropped-down, provides a list of options.
Link	A titled item that serves as a cross-reference between related Web pages.
Fields	Fields are areas in a form that are used either to display specific data (such as someone's last name, address, or NMSU ID number), or insert data.

Working with Personal Information

All **Personal Information** is entered, updated, and viewed using the **Personal Information Menu**, which is accessed using the **Main Menu**.

The **Personal Information Menu** allows users to complete vital activities from determining what address and email the university uses to correspond with the student, to what social security number the university uses to record the student's information, to what information is included in the University Directory.

This section describes how to:

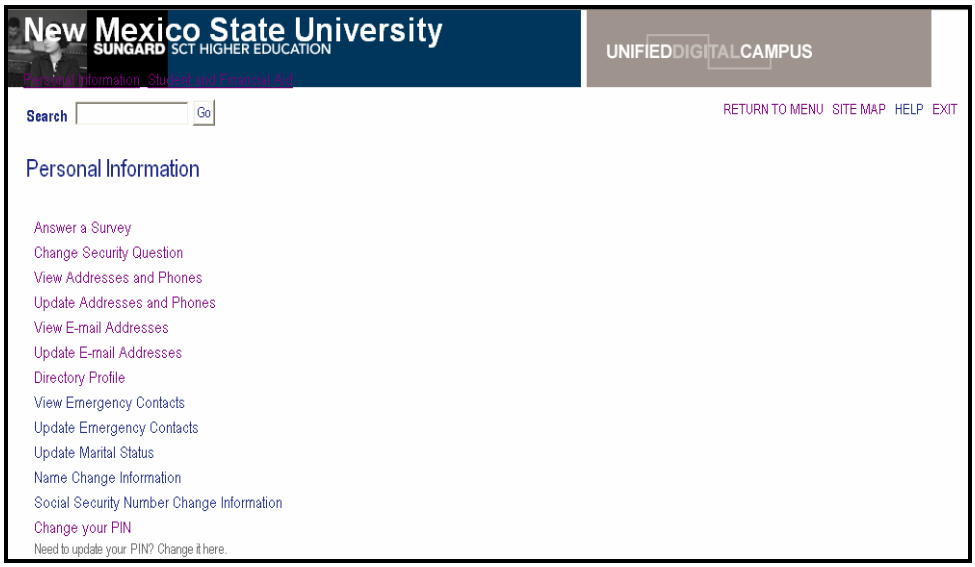
- Access the Personal Information Menu
- Change a PIN
- Change a Login Verification Question
- View and Update Address and Phone Information
- View and Update E-mail Address Information.

Accessing the Personal Information Menu

To access the **Personal Information Menu**, perform these steps:

Instructions

1. On the **Main Menu**, click **Personal Information**.
   The **Personal Information Menu** appears.

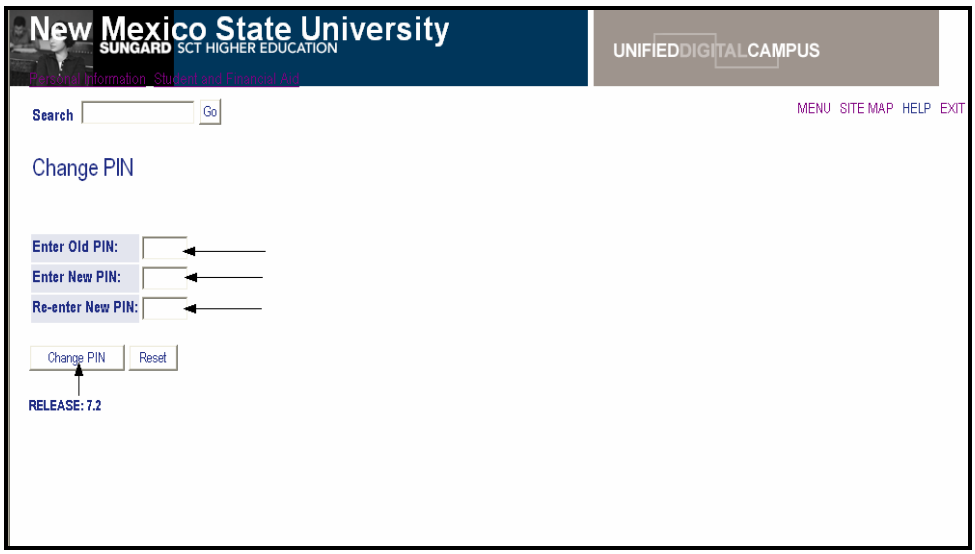


Changing a PIN

To **Change a PIN**, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change your PIN**.
   The **Change PIN** page appears.



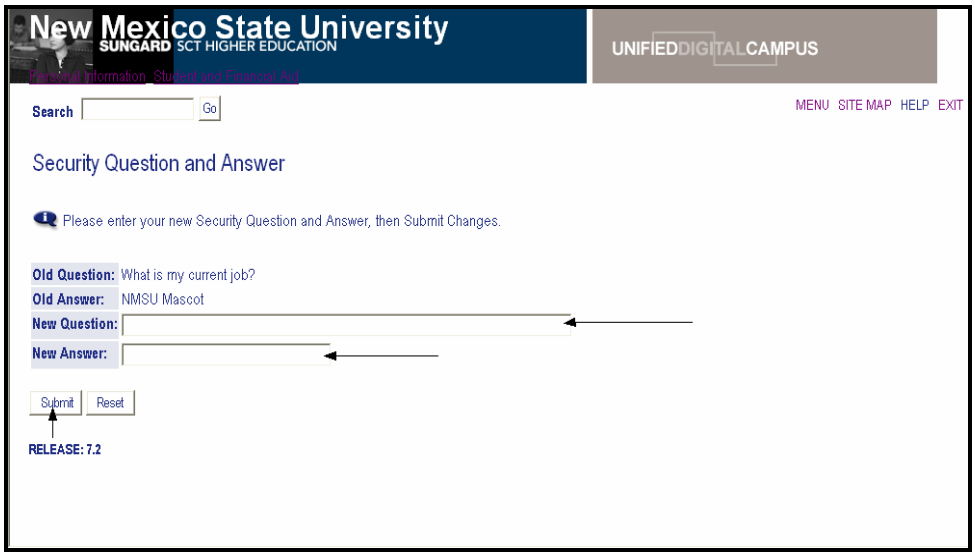
2. In the corresponding fields, enter the **Old PIN** and enter a **New PIN**.
3. Click **Change PIN**.
   The **Personal Information Menu** appears, notifying you that “Your changes were saved successfully.”

Changing a Login Verification Question

To **Change a Login Verification Question**, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change Security Question**.
   The **Security Question and Answer** page appears.



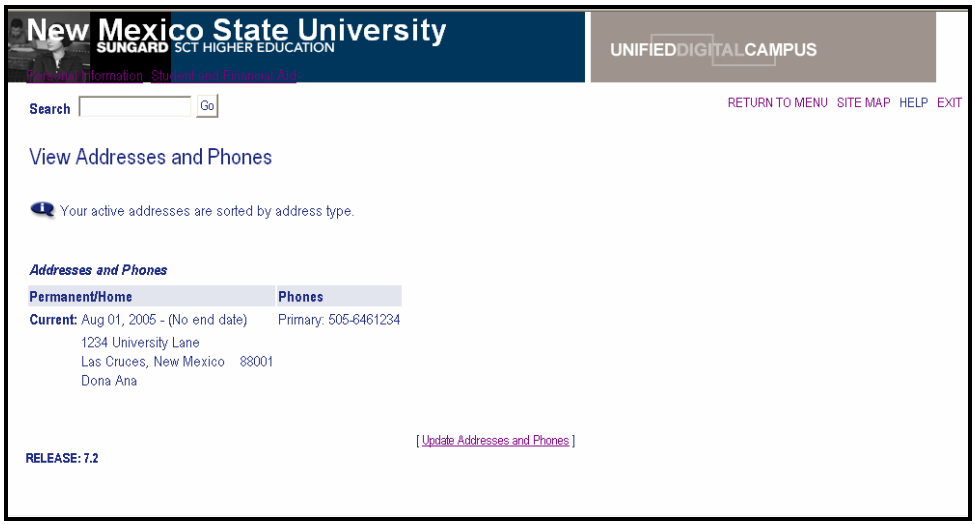
2. In the corresponding fields, enter the **New Question** and enter the **New Answer**.
3. Click **Submit**.
   The **Personal Information Menu** appears, notifying you that "Your changes were saved successfully."

Viewing and Updating Addresses and Phones

To view **Addresses and Phones**, perform these steps:

Instructions

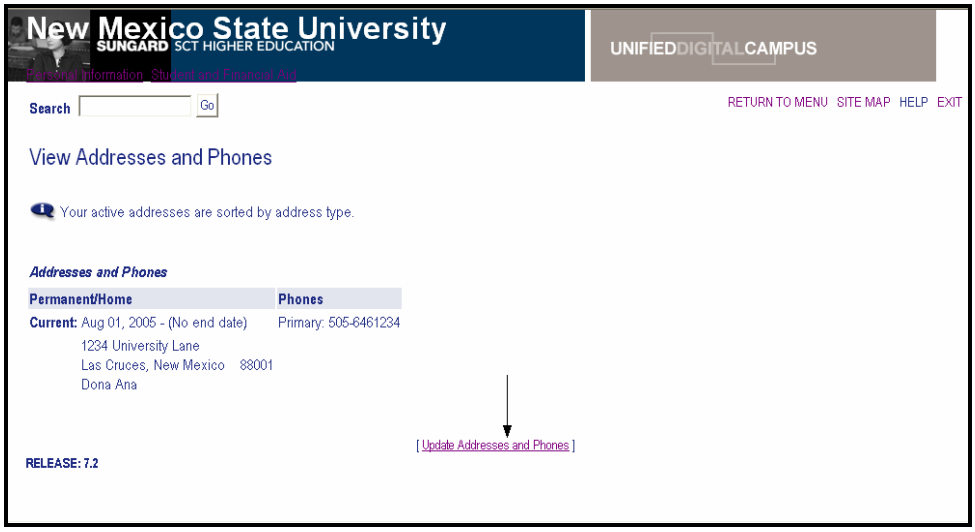
1. On the **Personal Information Menu**, click **View Addresses and Phones**.
   The **View Addresses and Phones** page appears.



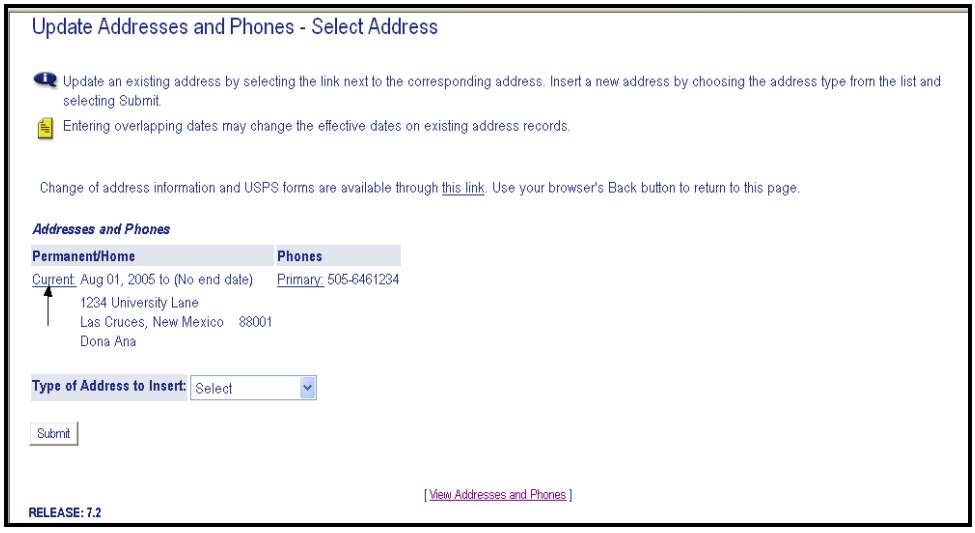
To update **Addresses and Phones**, perform these steps:

Instructions

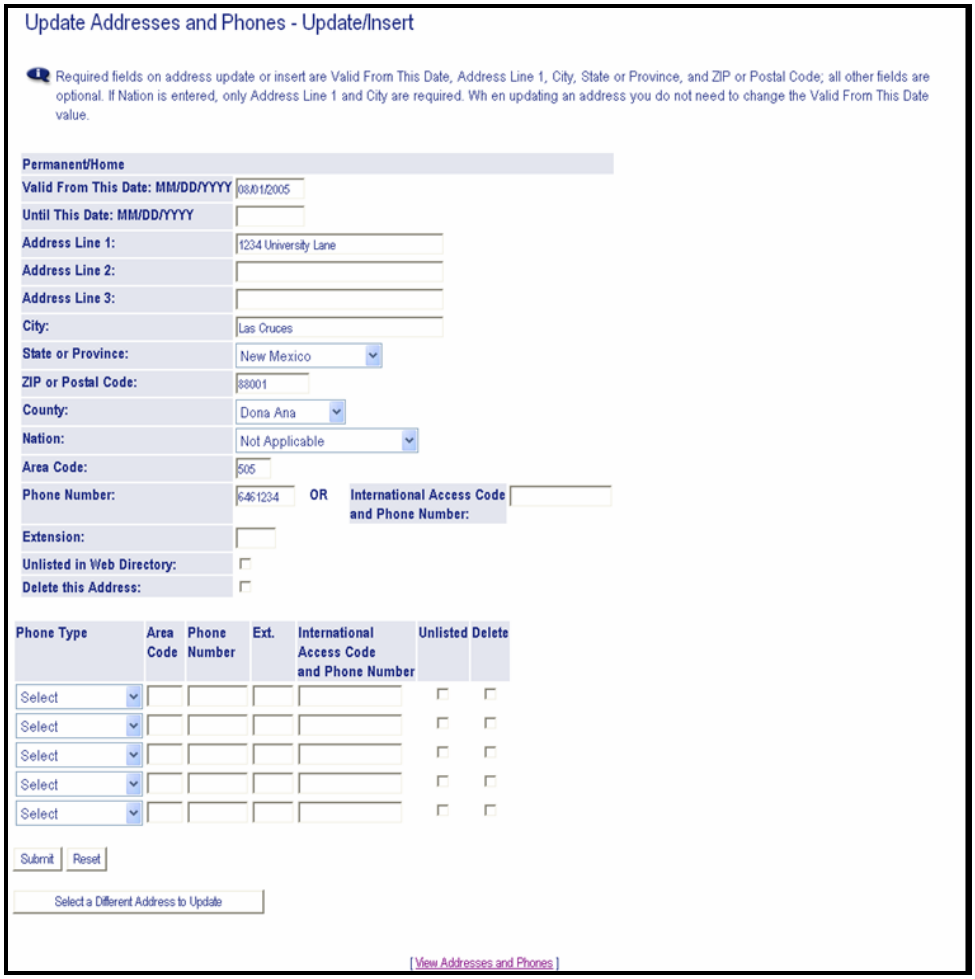
1. On the **Addresses and Phones** page, click the **Update Addresses and Phones** link at the bottom of the page.



2. On the **Update Addresses and Phones-Select Address** page, click the **Current** link.


Update Addresses and Phones - Select Address
Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.
Entering overlapping dates may change the effective dates on existing address records.
Change of address information and USPS forms are available through this link. Use your browser's Back button to return to this page.
Addresses and Phones
Permanent/Home
Phones
Current: Aug 01, 2005 to (No end date)
Primary: 505-6461234
1234 University Lane
Las Cruces, New Mexico 88001
Dona Ana
Type of Address to Insert: Select
Submit
[View Addresses and Phones]
RELEASE: 7.2

3. On the **Update Addresses and Phones-Update/Insert** page, in the corresponding fields, enter the **New Address** and enter the **New Telephone Number** information.



4. Click **Submit**.
   The **Update Addresses and Phones-Select Address** page appears, displaying the current information changes.

Viewing and Updating E-mail Address Information

To **View E-mail Addresses**, perform these steps:

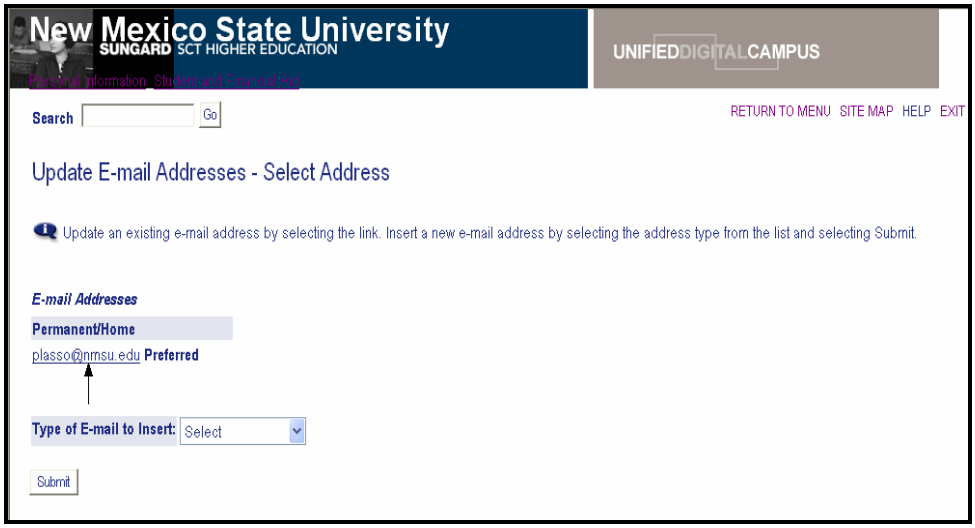
Instructions

1. On the **Personal Information Menu**, click **View E-mail Address**.
   The **View E-mail Addresses** page appears.

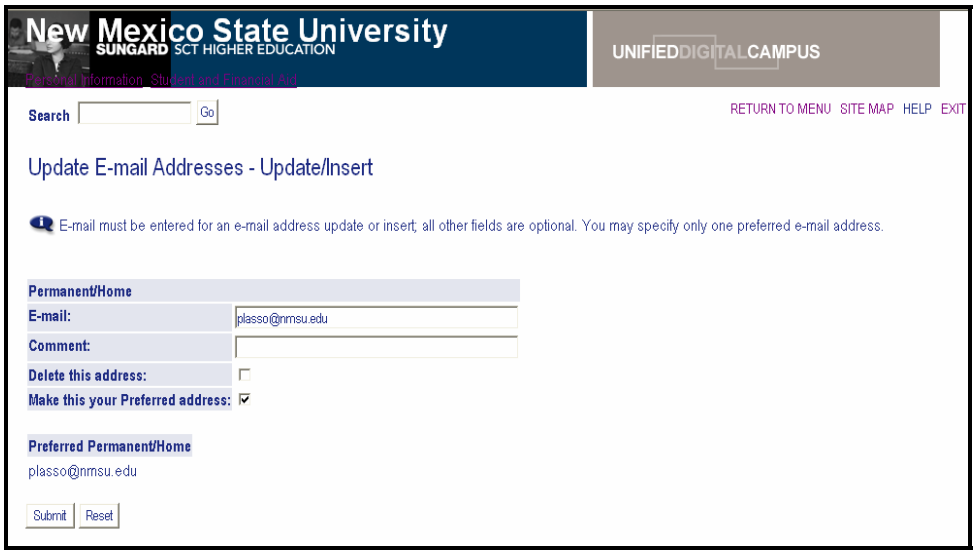
To **Update E-mail Addresses**, perform these steps:

Instructions

1. On the **View E-mail Addresses** page, click the **Update E-mail Addresses** link at the bottom of the page.
   The **Update E-mail Addresses-Select Address** page appears.

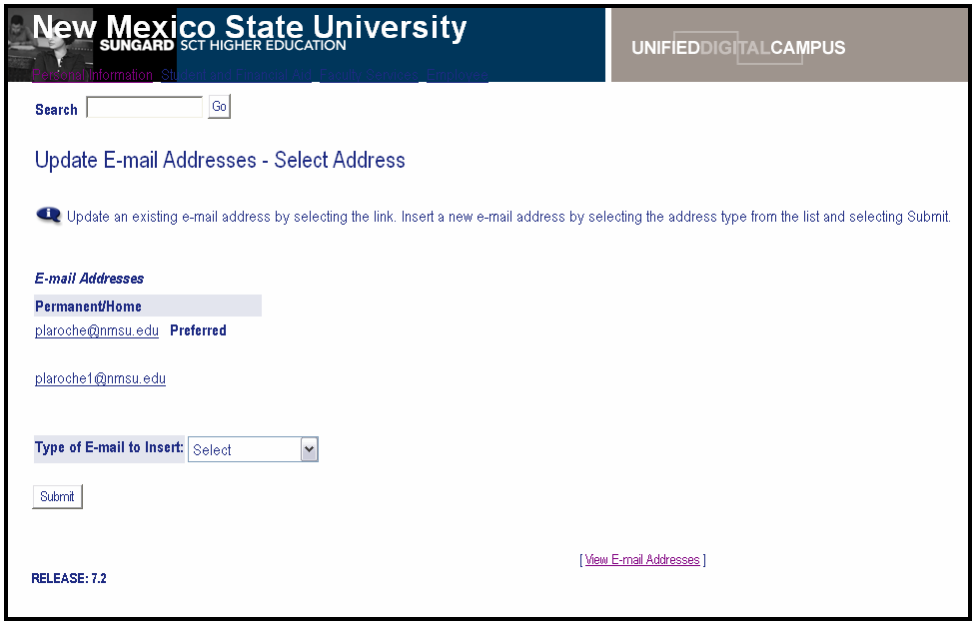

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search
Go
RETURN TO MENU SITE MAP HELP EXIT
Update E-mail Addresses - Select Address
Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.
E-mail Addresses
Permanent/Home
plasso@nmsu.edu Preferred
Type of E-mail to Insert: Select
Submit

2. Click on the **E-mail Addresses** link.
   The **Update E-mail Addresses-Update/Insert page** appears.



3. On the **Update E-mail Addresses-Update/Insert** page, in the corresponding fields, enter the **New Address**.

4. Click **Submit**.
The **Update E-mail Addresses-Update/Insert** page appears, displaying the current information changes.



Working with Student Registration

All **Student Registration** activities are conducted using the **Registration Menu**, which is first accessed from the **Main Menu** and then accessed from the **Student & Financial Aid Menu.**

The **Registration Menu** allows users to complete vital activities from determining what classes a student has added, dropped, or changed (in the case of some graduate classes with variable registration hours), and each activity determines what appears in the **Week at a Glance** and **Student Detail Schedule**.

The **Week at a Glance** and **Student Detail Schedule** displays a students' weekly class schedule and individual class details, including **Associated Term**, **CRN** (Course Reference Number), **Status**, and **Credit Hours**.

This section describes how to:

- Access the Registration Menu
- Check Registration Status
- Add a Class
- Drop a Class
- Change a Class
- Work with Registration Errors
- View Week at a Glance
- View Student Detail Schedule.

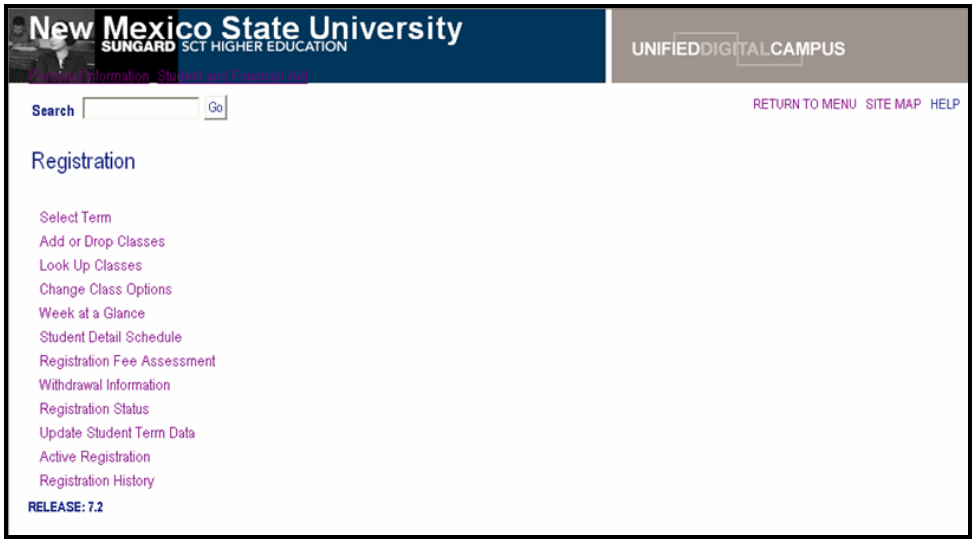
Accessing the Registration Menu

To access the **Registration Menu**, perform these steps:

Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**.
   The **Student & Financial Aid Menu** appears.

2. On the **Student & Financial Aid Menu**, click **Registration**.
   The **Registration Menu** appears.

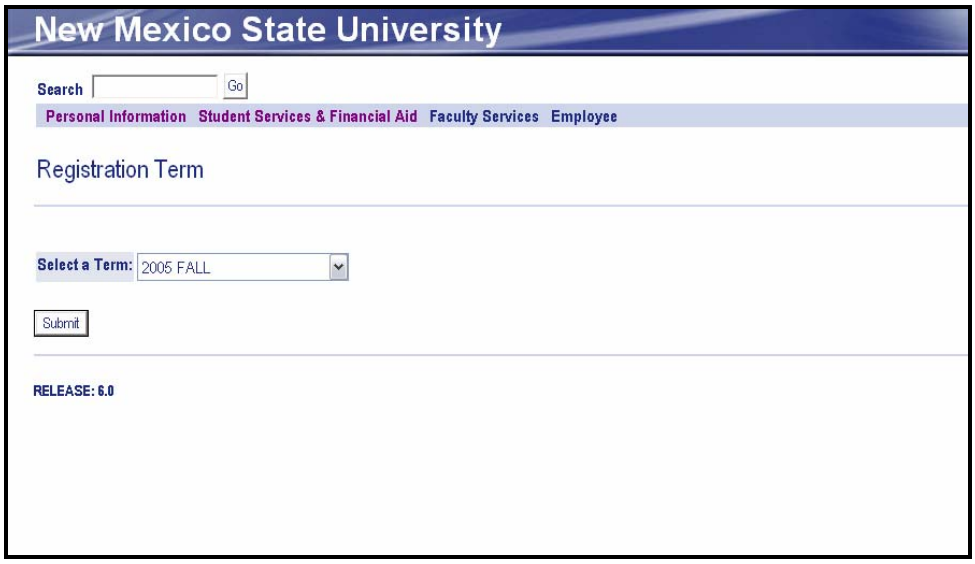


Checking Registration Status

To check **Registration Status**, perform these steps:

Instructions

1. On the **Registration Menu**, click **Registration Status**.
   The **Registration Term** page appears.



2. In the **Select a Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Registration Status** page appears, including any information that may or may not affect your registration.

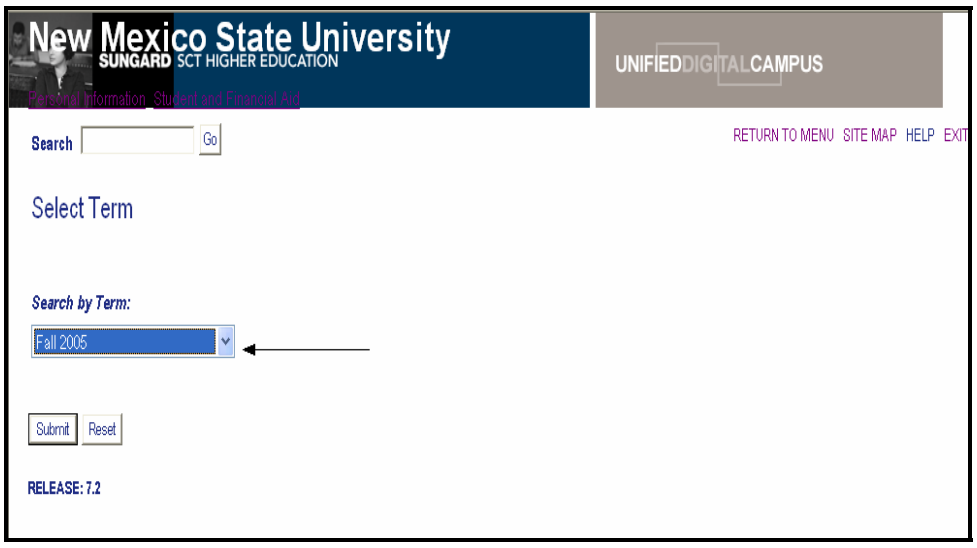
If you are prevented from registering for a class, you must clear registration problems before you can successfully register. Registration problems my include: Campus Restriction, Class Restriction, Level Restriction, Major Restriction, and Instructor Approval Required, etc. For a list of common registration errors, see Appendix A: Common Student Self-Service Errors.

Adding a Class

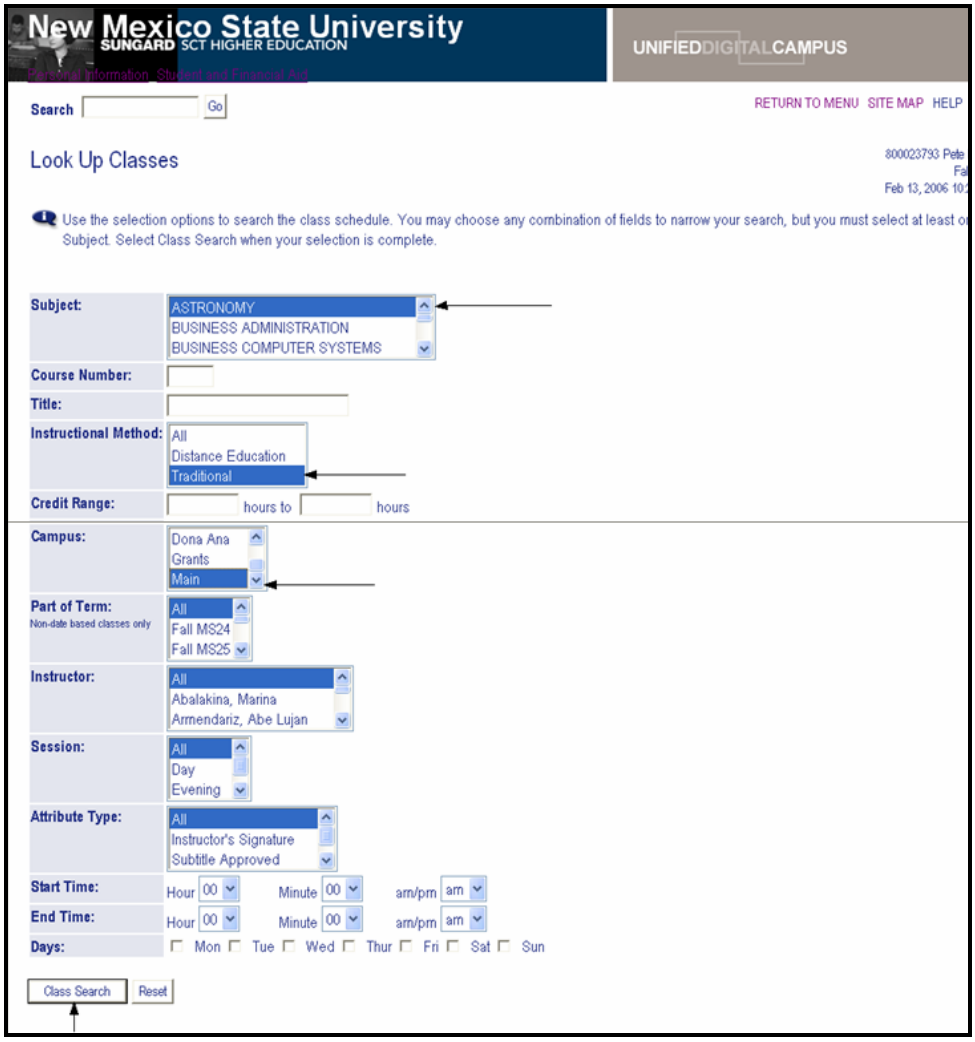
To **Add a Class**, perform these steps:

Instructions

1. On the **Registration Menu**, click **Look Up Classes**.
   The **Select Term** page appears.

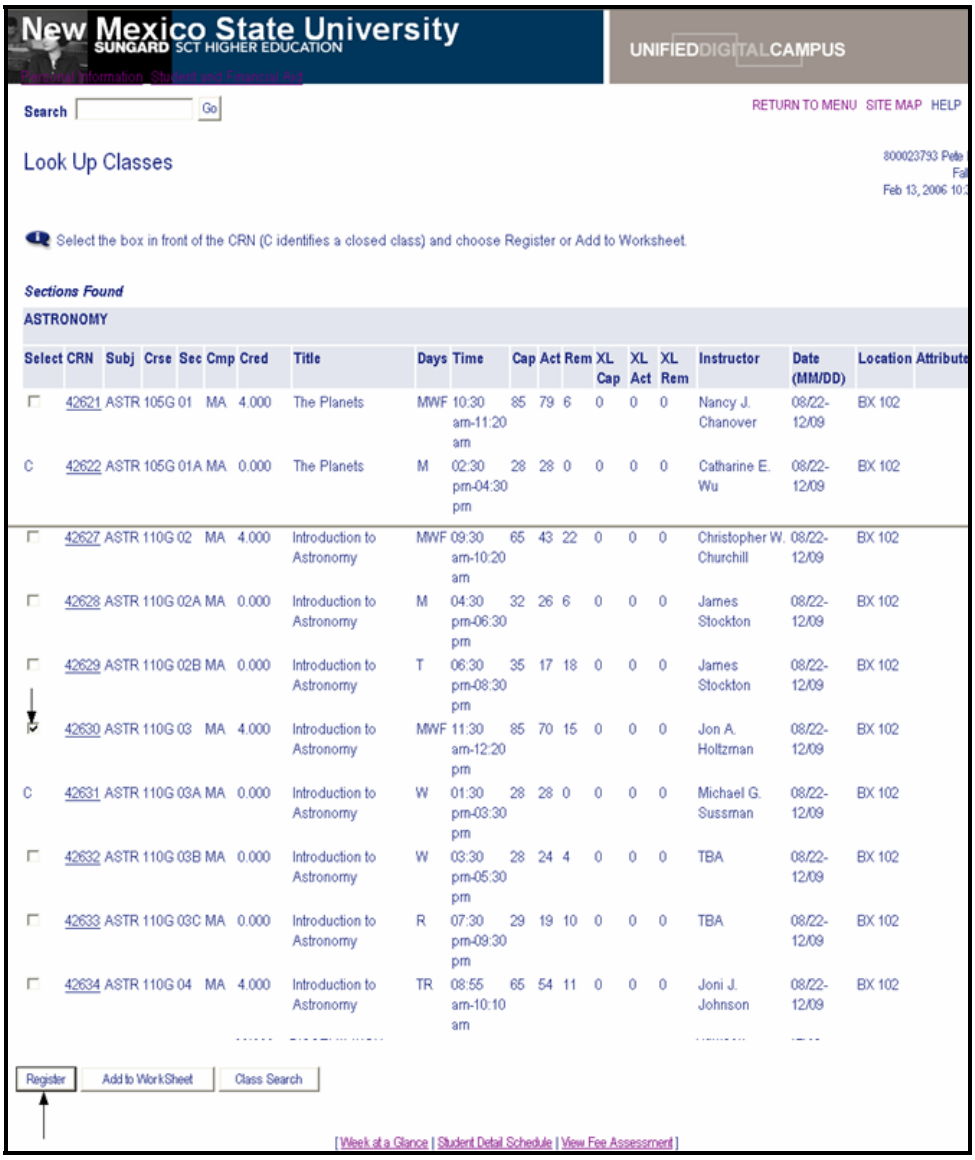


2. In the **Search by Term**, select the desired term.
3. Click **Submit**
   The **Look Up Classes** page appears.



4. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.

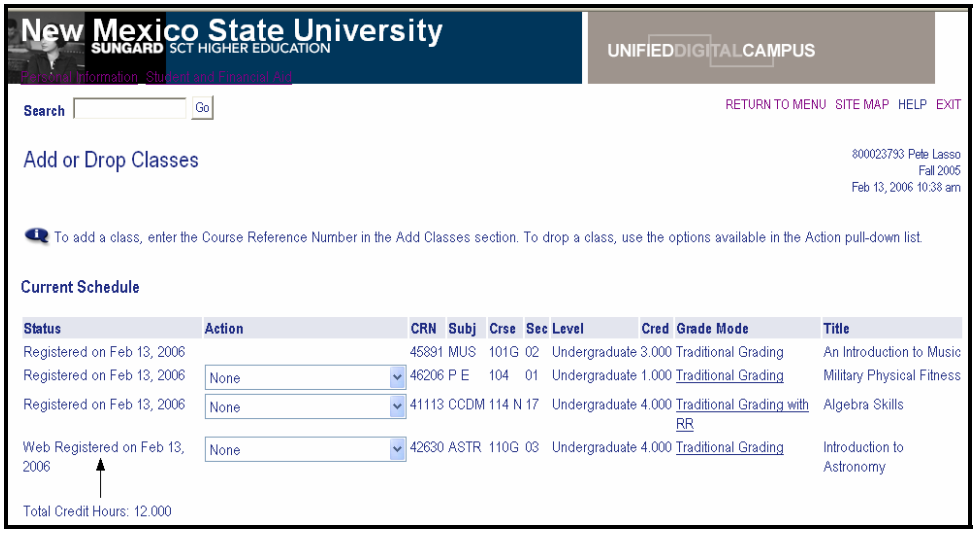
5. Click **Class Search**.
   The **Look Up Classes** page appears, including all applicable **CRNs (Course Reference Numbers)**.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
RETURN TO MENU SITE MAP HELP
Look Up Classes
Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.
Sections Found
ASTRONOMY
Select CRN Subj Crse Sec Cmp Cred Title Days Time Cap Act Rem XL Cap XL Act XL Rem Instructor Date (MM/DD) Location Attribute
42621 ASTR 105G 01 MA 4.000 The Planets MWF 10:30 am-11:20 am 85 79 6 0 0 0 Nancy J. Chanover 08/22-12/09 BX 102
C 42622 ASTR 105G 01A MA 0.000 The Planets M 02:30 pm-04:30 pm 28 28 0 0 0 0 Catharine E. Wu 08/22-12/09 BX 102
42627 ASTR 110G 02 MA 4.000 Introduction to Astronomy MWF 09:30 am-10:20 am 65 43 22 0 0 0 Christopher W. Churchill 08/22-12/09 BX 102
42628 ASTR 110G 02A MA 0.000 Introduction to Astronomy M 04:30 pm-06:30 pm 32 26 6 0 0 0 James Stockton 08/22-12/09 BX 102
42629 ASTR 110G 02B MA 0.000 Introduction to Astronomy T 06:30 pm-08:30 pm 35 17 18 0 0 0 James Stockton 08/22-12/09 BX 102
42630 ASTR 110G 03 MA 4.000 Introduction to Astronomy MWF 11:30 am-12:20 pm 85 70 15 0 0 0 Jon A. Holtzman 08/22-12/09 BX 102
C 42631 ASTR 110G 03A MA 0.000 Introduction to Astronomy W 01:30 pm-03:30 pm 28 28 0 0 0 0 Michael G. Sussman 08/22-12/09 BX 102
42632 ASTR 110G 03B MA 0.000 Introduction to Astronomy W 03:30 pm-05:30 pm 28 24 4 0 0 0 TBA 08/22-12/09 BX 102
42633 ASTR 110G 03C MA 0.000 Introduction to Astronomy R 07:30 pm-09:30 pm 29 19 10 0 0 0 TBA 08/22-12/09 BX 102
42634 ASTR 110G 04 MA 4.000 Introduction to Astronomy TR 08:55 am-10:10 am 65 54 11 0 0 0 Joni J. Johnson 08/22-12/09 BX 102
Register
Add to WorkSheet
Class Search
[Week at a Glance | Student Detail Schedule | View Fee Assessment]

6. To **Add a Class**, click a checkbox on the left side of the search results list to select a class.

Classes that are closed (i.e., a class that has met its registration cap) will have a "C" in the Select checkbox.

7. Click **Register**.
   The **Add or Drop Classes** page appears, displaying the current courses registered for and the date(s) the classes were added or dropped.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search
Go
RETURN TO MENU SITE MAP HELP EXIT
Add or Drop Classes
800023793 Pete Lasso
Fall 2005
Feb 13, 2006 10:38 am
To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
Current Schedule
Status Action CRN Subj Crse Sec Level Cred Grade Mode Title
Registered on Feb 13, 2006 45891 MUS 101G 02 Undergraduate 3.000 Traditional Grading An Introduction to Music
Registered on Feb 13, 2006 None 46206 P E 104 01 Undergraduate 1.000 Traditional Grading Military Physical Fitness
Registered on Feb 13, 2006 None 41113 CCDM 114 N 17 Undergraduate 4.000 Traditional Grading with RR Algebra Skills
Web Registered on Feb 13, 2006 None 42630 ASTR 110G 03 Undergraduate 4.000 Traditional Grading Introduction to Astronomy
Total Credit Hours: 12.000

If you are prevented from adding a class, you must clear registration problems before you can successfully register. Registration problems my include: Campus Restriction, Class Restriction, Level Restriction, Major Restriction, and Instructor Approval Required, etc. For a list of common errors, see Appendix A: Common Student Self-Service Errors.

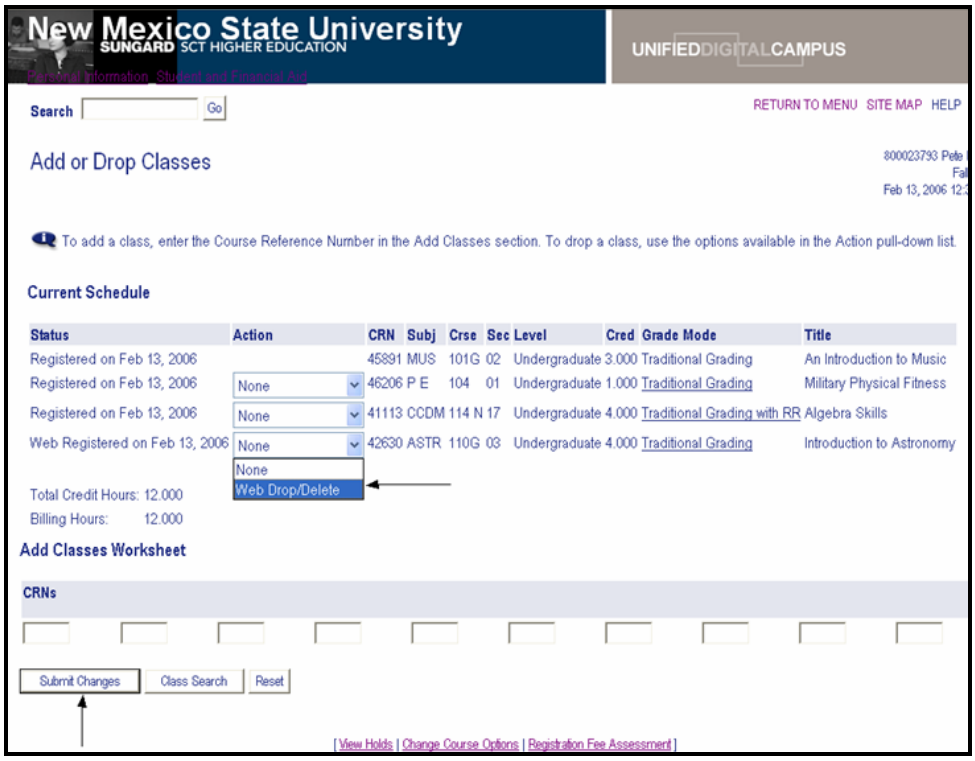
After a registration error is fixed, the class which produced the error must be added again for it to be included in the current list of registered classes.

Dropping a Class

To **Drop a Class**, perform these steps:

Instructions

1. On the **Registration Menu**, click **Add or Drop Classes**.
   The **Add or Drop Classes** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search
Go
RETURN TO MENU SITE MAP HELP
Add or Drop Classes
To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
Current Schedule
Status Action CRN Subj Crse Sec Level Cred Grade Mode Title
Registered on Feb 13, 2006 45891 MUS 101G 02 Undergraduate 3.000 Traditional Grading An Introduction to Music
Registered on Feb 13, 2006 None 46206 P E 104 01 Undergraduate 1.000 Traditional Grading Military Physical Fitness
Registered on Feb 13, 2006 None 41113 CCDM 114 N 17 Undergraduate 4.000 Traditional Grading with RR Algebra Skills
Web Registered on Feb 13, 2006 None 42630 ASTR 110G 03 Undergraduate 4.000 Traditional Grading Introduction to Astronomy
None
Web Drop/Delete
Total Credit Hours: 12.000
Billing Hours: 12.000
Add Classes Worksheet
CRNs
Submit Changes
Class Search
Reset
[View Holds | Change Course Options | Registration Fee Assessment]

2. In the **Action** drop-down list, to the left of the class you want to drop, select the **Drop Code**.
3. Click **Submit Changes**.

Changing Class Options

To **Change Class Options**, perform these steps:

Instructions

1. On the **Registration Menu**, click **Change Class Options**.
   The **Change Class Options** page appears.

2. In the **Grade Mode** drop-down list and **Credit Hours** field, select the desired changes.

Class Change Options are reserved for those courses, such as graduate level thesis hours, etc., which allow students to register for varying course credit hours or for courses that allows students to register for S/U and Audit grade options.

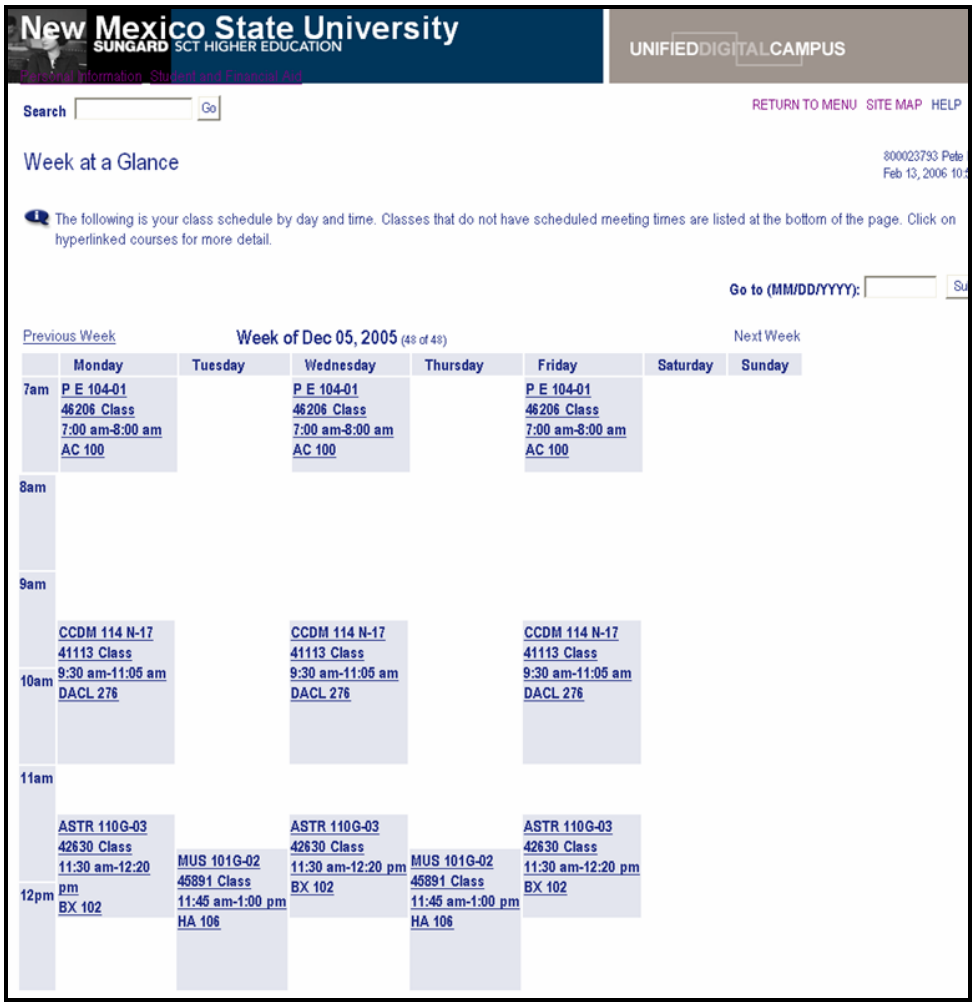
3. Click **Submit Changes**.

Viewing Week at a Glance

To view **Week at a Glance**, perform these steps:

Instructions

1. On the **Registration Menu**, click **Week at a Glance**.
   The **Week at a Glance** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search Go
RETURN TO MENU SITE MAP HELP
Week at a Glance
800023793 Pete
Feb 13, 2006 10:
The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses for more detail.
Go to (MM/DD/YYYY):
Previous Week
Week of Dec 05, 2005 (48 of 48)
Next Week
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
7am P E 104-01 46206 Class 7:00 am-8:00 am AC 100
P E 104-01 46206 Class 7:00 am-8:00 am AC 100
P E 104-01 46206 Class 7:00 am-8:00 am AC 100
8am
9am
CCDM 114 N-17 41113 Class 9:30 am-11:05 am DACL 276
CCDM 114 N-17 41113 Class 9:30 am-11:05 am DACL 276
CCDM 114 N-17 41113 Class 9:30 am-11:05 am DACL 276
10am
11am
ASTR 110G-03 42630 Class 11:30 am-12:20 pm BX 102
ASTR 110G-03 42630 Class 11:30 am-12:20 pm BX 102
ASTR 110G-03 42630 Class 11:30 am-12:20 pm BX 102
12pm
MUS 101G-02 45891 Class 11:45 am-1:00 pm HA 106
MUS 101G-02 45891 Class 11:45 am-1:00 pm HA 106

The Week at a Glance page helps students get acquainted with their schedule, and it allows them to print a copy for reference for easy class location and class time descriptions.

Viewing Student Detail Schedule

To view the **Student Detail Schedule**, perform these steps:

Instructions

1. On the **Registration Menu**, click **Student Detail Schedule**.
   The **Student Detail Schedule** page appears.

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search Go
RETURN TO MENU SITE MAP HELP
Student Detail Schedule
Total Credit Hours: 12.000
Introduction to Astronomy - ASTR 110G 03
Associated Term: Fall 2005
CRN: 42630
Status: Web Registered on Feb 13, 2006
Assigned Instructor: Jon A. Holtzman
Grade Mode: Traditional Grading
Credits: 4.000
Level: Undergraduate
Campus: Main
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 11:30 am - 12:20 pm MWF Biology Annex 102 Aug 22, 2005 - Dec 09, 2005 Class Jon A. Holtzman
Algebra Skills - CCDM 114 N 17
Associated Term: Fall 2005
CRN: 41113
Status: Registered on Feb 13, 2006
Assigned Instructor: Rita V. Gonzalez
Grade Mode: Traditional Grading with RR
Credits: 4.000
Level: Undergraduate
Campus: Dona Ana
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 9:30 am - 11:05 am MWF DABCC, General Classrooms 276 Aug 22, 2005 - Dec 09, 2005 Class Rita V. Gonzalez

The Student Detail Schedule page helps students get acquainted with their Assigned Instructors, and it allows them to print a copy for reference for Campus location and other relevant information.

Working with Student Records

All **Student Records** activities are conducted using the **Student Records Menu**, which is first accessed from the **Main Menu** and then accessed from the **Student & Financial Aid Menu.**

The **Student Records Menu** allows users to complete vital activities from viewing account holds, to viewing final semester grades, transcripts, and other relevant student account information.

This section describes how to:

- Access the Student Records Menu
- View Holds
- View Final Grades
- View Transcripts
- View Account Information.

Accessing the Student Records Menu

To access the **Student Records Menu**, perform these steps:

Instructions

2. On the **Main Menu**, click **Student & Financial Aid Menu**.
   The **Student & Financial Aid Menu** appears.

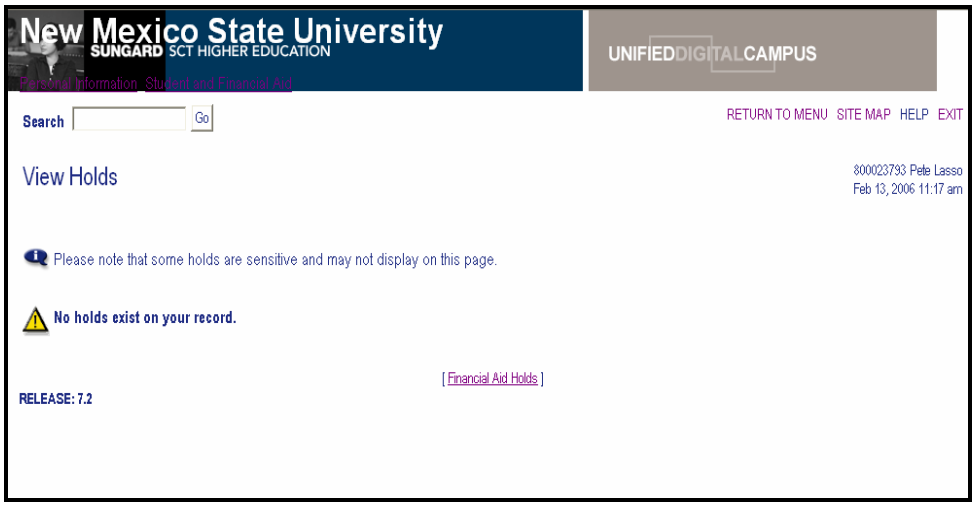
3. On the **Student & Financial Aid Menu**, click **Student Records**.
   The **Student Records Menu** appears.

Viewing Holds

To **View Holds**, perform these steps:

Instructions

1. On the **Student Records Menu**, click **View Holds**.
   The **View Holds** page appears.

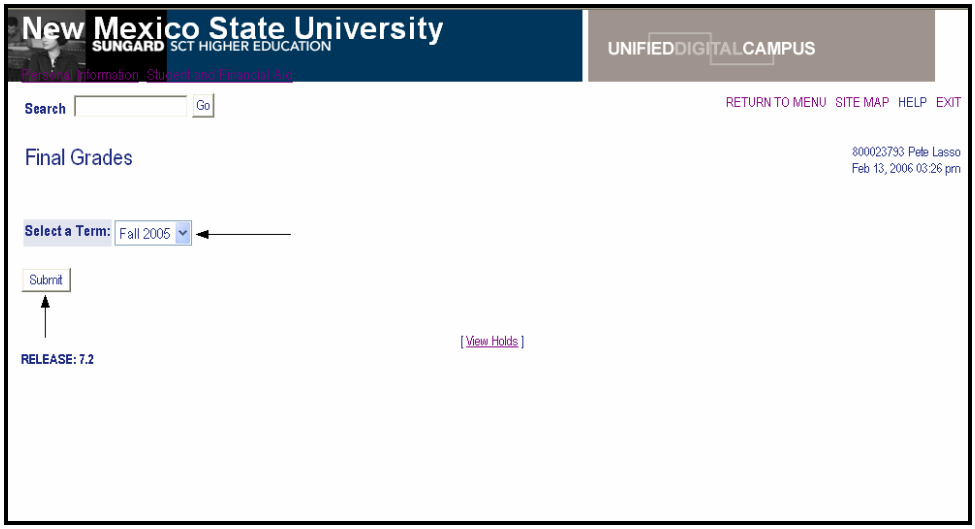

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search
Go
RETURN TO MENU SITE MAP HELP EXIT
View Holds
800023793 Pete Lasso
Feb 13, 2006 11:17 am
Please note that some holds are sensitive and may not display on this page.
No holds exist on your record.
[Financial Aid Holds]
RELEASE: 7.2

Viewing Final Grades

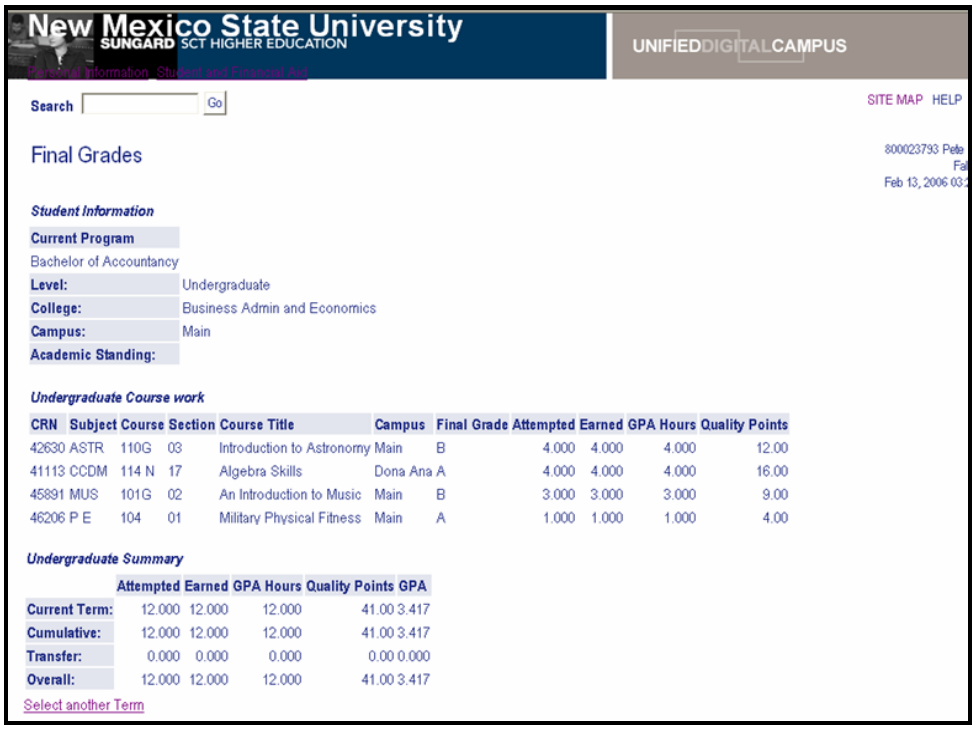
To **View Final Grades**, perform these steps:

Instructions

1. On the **Student Records Menu**, click **Final Grades**.
   The **Final Grades** page appears.



2. In the **Select a Term** drop-down list, select the desired term.
3. Click **Submit**.
   The **Final Grades** page appears, including final course grade details.

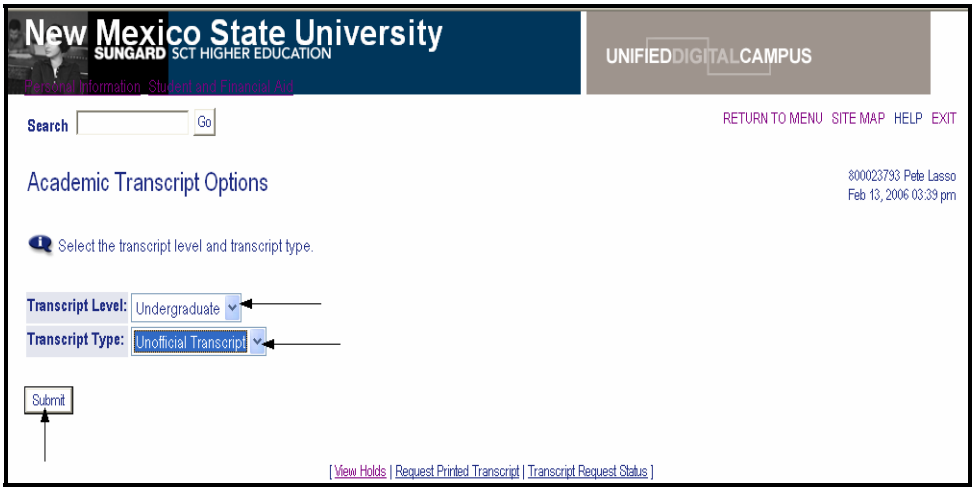

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search Go
SITE MAP HELP
Final Grades
Student Information
Current Program
Bachelor of Accountancy
Level: Undergraduate
College: Business Admin and Economics
Campus: Main
Academic Standing:
Undergraduate Course work
CRN Subject Course Section Course Title Campus Final Grade Attempted Earned GPA Hours Quality Points
42630 ASTR 110G 03 Introduction to Astronomy Main B 4.000 4.000 4.000 12.00
41113 CCDM 114 N 17 Algebra Skills Dona Ana A 4.000 4.000 4.000 16.00
45891 MUS 101G 02 An Introduction to Music Main B 3.000 3.000 3.000 9.00
46206 P E 104 01 Military Physical Fitness Main A 1.000 1.000 1.000 4.00
Undergraduate Summary
Attempted Earned GPA Hours Quality Points GPA
Current Term: 12.000 12.000 12.000 41.00 3.417
Cumulative: 12.000 12.000 12.000 41.00 3.417
Transfer: 0.000 0.000 0.000 0.00 0.000
Overall: 12.000 12.000 12.000 41.00 3.417
Select another Term

Viewing a Transcript

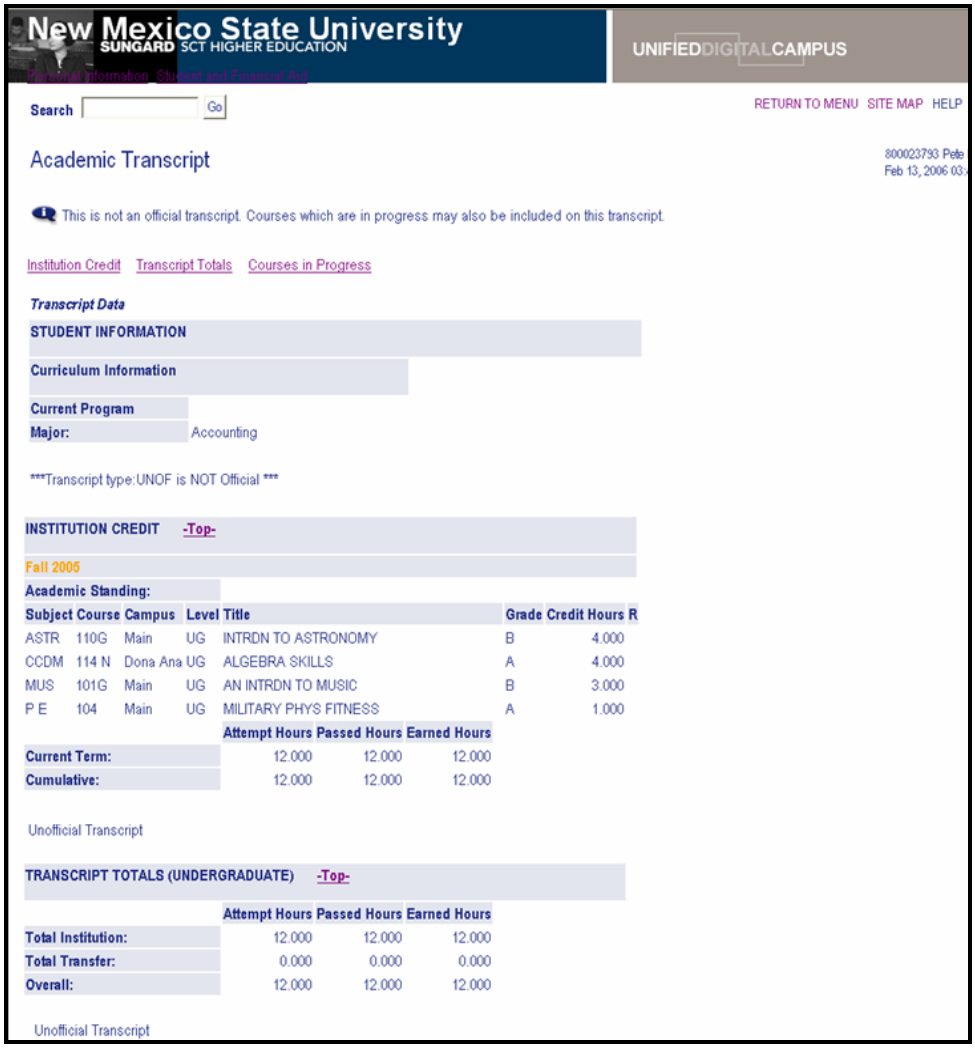
To **View a Transcript**, perform these steps:

Instructions

1. On the **Student Records Menu**, click **Academic Transcript**.
   The **Academic Transcript Options** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search Go
RETURN TO MENU SITE MAP HELP EXIT
Academic Transcript Options
Select the transcript level and transcript type.
Transcript Level: Undergraduate
Transcript Type: Unofficial Transcript
Submit
[View Holds | Request Printed Transcript | Transcript Request Status]

2. In the **Transcripts Level** and **Transcript Type** drop-down lists, select the desired transcript details.
3. Click **Submit**.
   The **Academic Transcript** page appears.

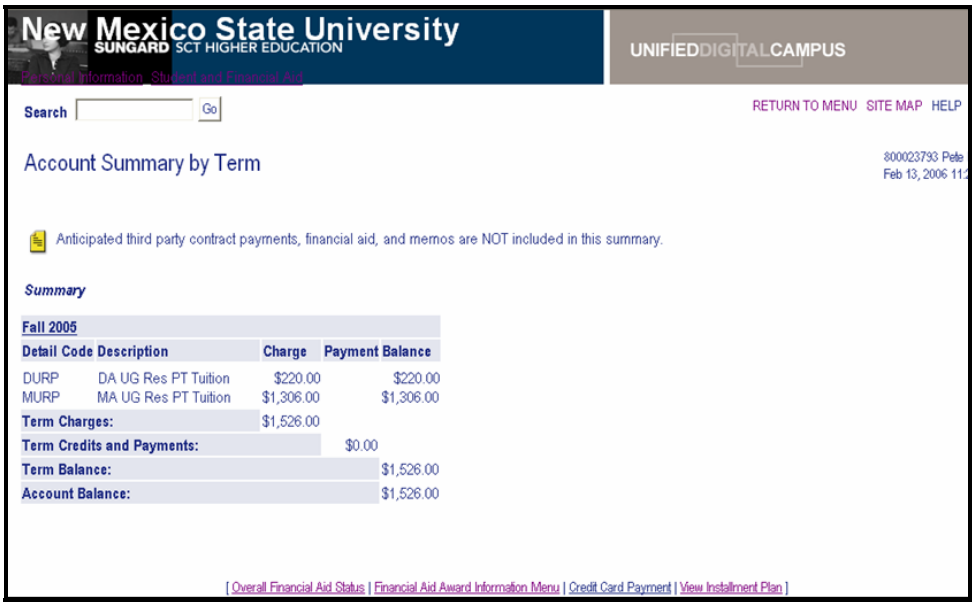

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Search
Go
RETURN TO MENU SITE MAP HELP
Academic Transcript
This is not an official transcript. Courses which are in progress may also be included on this transcript.
Institution Credit Transcript Totals Courses in Progress
Transcript Data
STUDENT INFORMATION
Curriculum Information
Current Program
Major: Accounting
***Transcript type:UNOF is NOT Official ***
INSTITUTION CREDIT -Top-
Fall 2005
Academic Standing:
Subject Course Campus Level Title Grade Credit Hours R
ASTR 110G Main UG INTRDN TO ASTRONOMY B 4.000
CCDM 114 N Dona Ana UG ALGEBRA SKILLS A 4.000
MUS 101G Main UG AN INTRDN TO MUSIC B 3.000
P E 104 Main UG MILITARY PHYS FITNESS A 1.000
Attempt Hours Passed Hours Earned Hours
Current Term: 12.000 12.000 12.000
Cumulative: 12.000 12.000 12.000
Unofficial Transcript
TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-
Attempt Hours Passed Hours Earned Hours
Total Institution: 12.000 12.000 12.000
Total Transfer: 0.000 0.000 0.000
Overall: 12.000 12.000 12.000
Unofficial Transcript

Viewing Account Information

To **View Account Information**, perform these steps:

Instructions

1. On the **Student Records Menu**, click **Account Summary by Term**.
   The **Account Summary by Term** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search Go
RETURN TO MENU SITE MAP HELP
Account Summary by Term
800023793 Pete
Feb 13, 2006 11:
Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.
Summary
Fall 2005
Detail Code Description Charge Payment Balance
DURP DA UG Res PT Tuition $220.00 $220.00
MURP MA UG Res PT Tuition $1,306.00 $1,306.00
Term Charges: $1,526.00
Term Credits and Payments: $0.00
Term Balance: $1,526.00
Account Balance: $1,526.00
[Overall Financial Aid Status | Financial Aid Award Information Menu | Credit Card Payment | View Installment Plan]

2. On the **Student Records Menu**, click **Account Summary**.
The **Account Summary** page appears.

New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search Go
RETURN TO MENU SITE MAP HELP EXIT
Account Summary
800023793 Pete Lasso
Feb 13, 2006 03:01 pm
Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.
Summary
Account Balance: $1,526.00
Detail Code Description Charge Payment Balance
DURP DA UG Res PT Tuition $220.00 $0.00 $220.00
MURP MA UG Res PT Tuition $1,306.00 $0.00 $1,306.00
Charges: $1,526.00
Credits and Payments: $0.00
Account Balance: $1,526.00

Working with Financial Aid

All **Financial Aid** activities are conducted using the **Financial Aid Menu**, which is first accessed from the **Main Menu** and then accessed from the **Student & Financial Aid Menu.**

The **Financial Aid Menu** allows users to complete vital activities from viewing financial aid information, to accepting awards, to accepting a partial financial aid award for the semester or academic year.

This section describes how to:

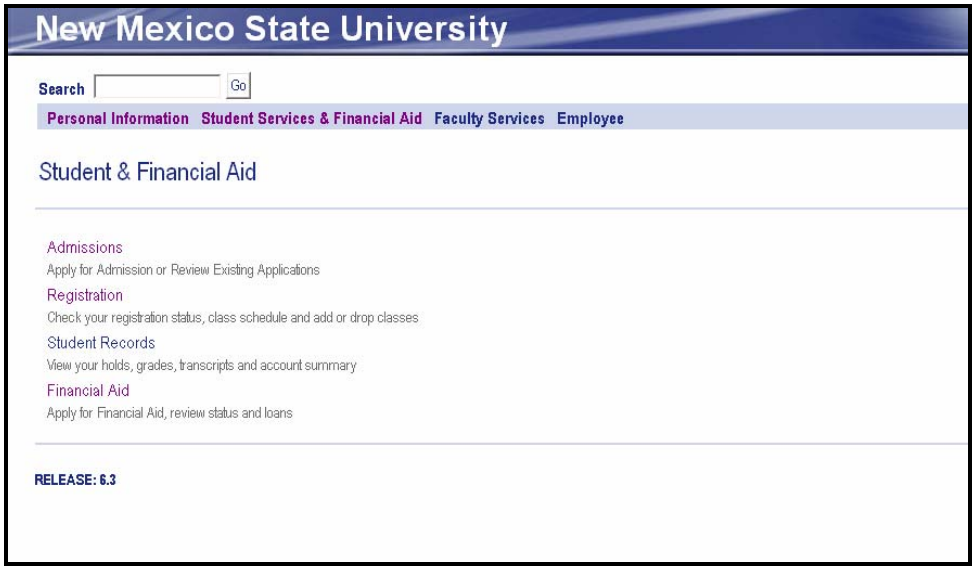
- Access the Financial Aid Menu
- View Financial Aid Award Information
- Accept Financial Aid Awards
- Accept a Partial Amount of a Financial Aid Award.

Accessing the Financial Aid Menu

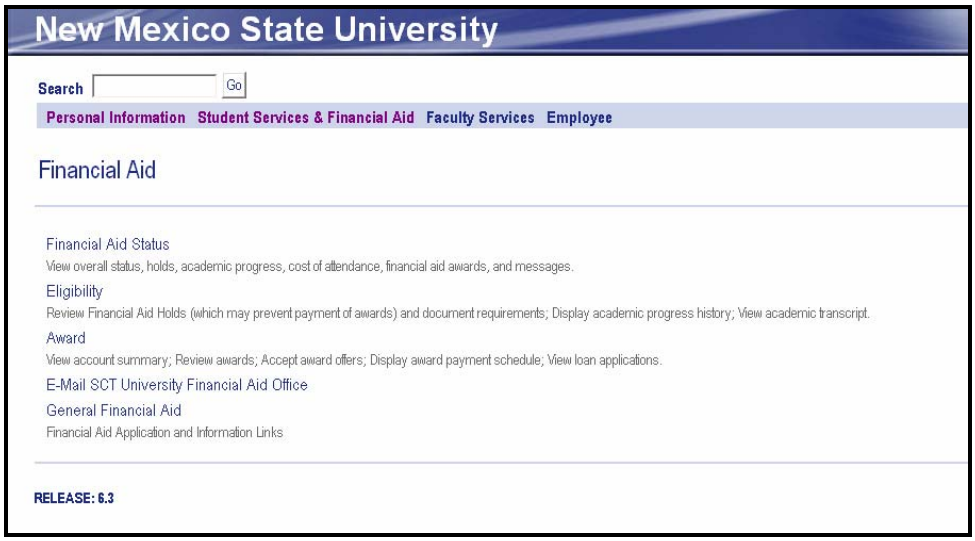
To access the **Financial Aid Menu**, perform these steps:

Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**.
   The **Student & Financial Aid Menu** appears.



2. On the **Student & Financial Aid Menu**, click **Financial Aid**.
   The **Financial Aid Menu** appears.


New Mexico State University
Search
Go
Personal Information
Student Services & Financial Aid
Faculty Services
Employee
Financial Aid
Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.
Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history; View academic transcript.
Award
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications.
E-Mail SCT University Financial Aid Office
General Financial Aid
Financial Aid Application and Information Links
RELEASE: 6.3

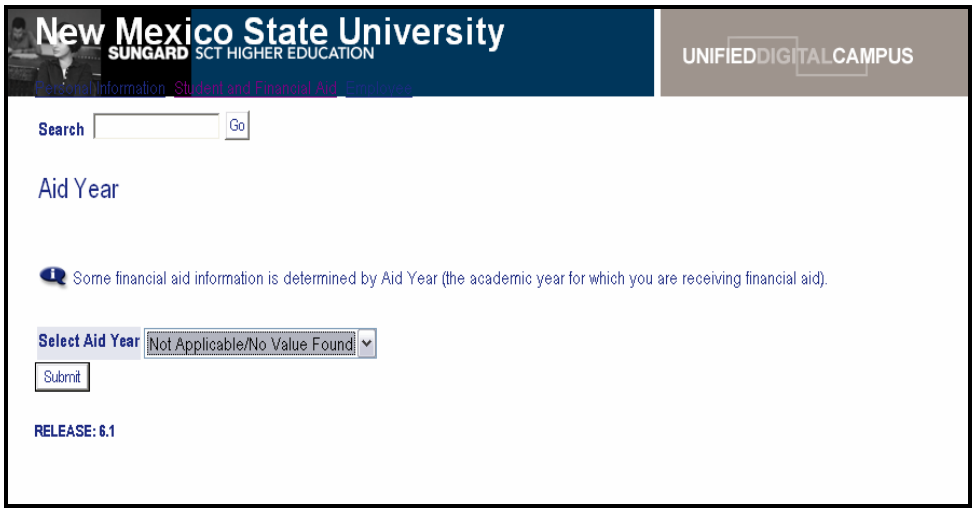
Viewing Financial Aid Award Information

To **View Financial Aid Award Information**, perform these steps:

Instructions

1. On the **Financial Aid Menu** page, click **Award**.
   The **Award Menu** appears.

2. On the **Award Menu**, click **Award for Aid Year**.
   The **Aid Year** page appears.


New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid Employee
Search
Go
Aid Year
Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).
Select Aid Year
Not Applicable/No Value Found
Submit
RELEASE: 6.1

3. In the **Select Aid Year** drop-down list, select the desired **Aid Year**.
4. Click **Submit**.
   The **Award Package for Financial Aid Year** page appears.

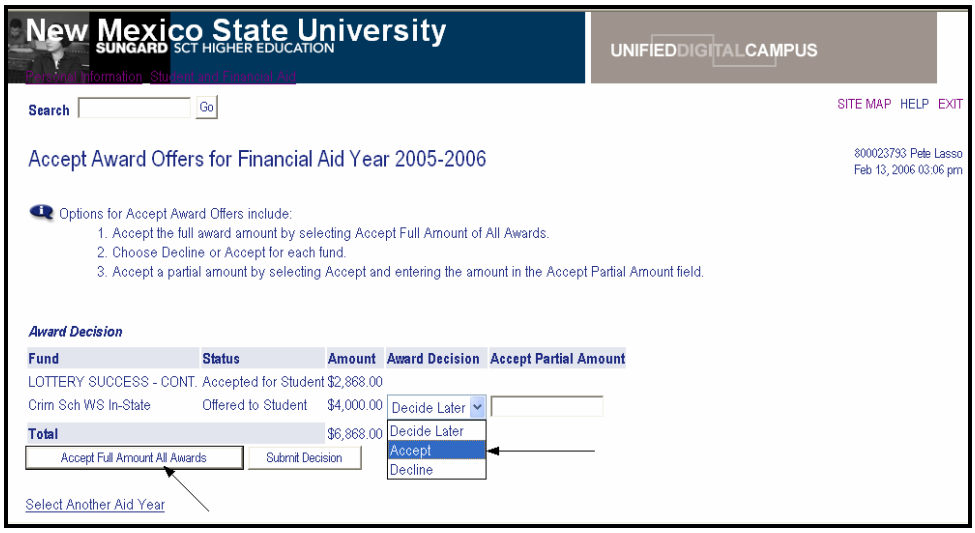
New Mexico State University
SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS
Personal Information Student and Financial Aid
Search
Go
RETURN TO MENU SITE MAP HELP EXIT
Award Package for Financial Aid Year 2005-2006
800023793 Pete Lasso
Feb 13, 2006 02:49 pm
Financial Aid Award
Fund Status Amount
LOTTERY SUCCESS - CONT. Accepted for Student $2,868.00
Crim Sch WS In-State Offered to Student $4,000.00
Total $6,868.00
Select Another Aid Year
[Award Messages | Overall Financial Aid Status | Account Summary By Term | Award Payment Schedule | Award History | Loan Application History]
RELEASE: 7.1.0.1

Accepting Financial Aid Awards

To **Accept a Financial Aid Award**, perform these steps:

Instructions

1. On the **Award Menu**, click **Accept Award Offer**.
   The **Accept Award Offers for Financial Air Year** page appears.



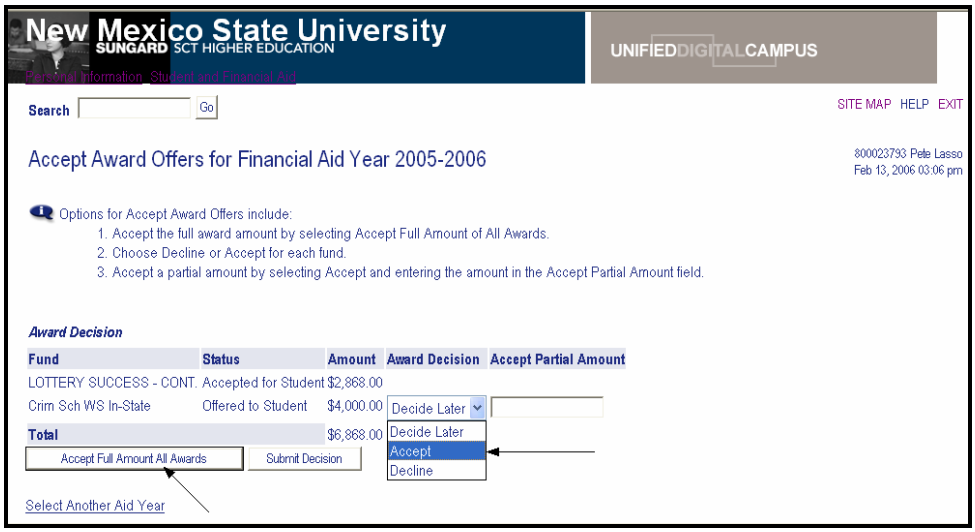
2. On the **Accept Award Offers for Financial Air Year** page, accept the full award amount by clicking **Accept Full Amount All Awards**, **OR**
3. In the **Award Decision** drop-down list, select “Accept.”
4. Click **Submit Decision**.

Accepting a Partial Amount of an Award

To **Accept a Partial Amount of an Award**, perform these steps:

Instructions

1. In the **Award Decision** drop-down list, select **Accept**.



2. In the **Accept Partial Amount** field provided, enter the amount you wish to accept.
3. Click **Submit Decision**.

Appendix A: Common Student Self-Service Errors

Appendix A provides a list of common Student Self-Service errors students may encounter when registering for classes or viewing other information. Accompanying each common error is a short common error explanation.

Common Error	Common Error Explanation
Campus Restriction	Some classes may only be taken by Dona Ana Branch Campus students.
Class Restriction	You must have completed a certain number of credit hours before you can register for the class. Some courses require that you have upper-class standing (junior or senior); others, that you are at least a sophomore. Class restrictions are listed in the catalog under course prerequisites. Bring a signed prerequisite override form to the Registrar's Office.
Closed Section	The class is at maximum capacity. The class instructor can issue an electronic override or you can bring a Drop/Add slip signed by the instructor (as well as the Dean in some departments) to your Dean's Office.
Corequisite Required	You must register for both the class and its corequisite. For example, CHEM 121L is a corequisite for CHEM 121. You cannot register for CHEM 121 without simultaneously registering for CHEM 121L.
CRN Does Not Exist	Check that you entered the correct CRN (Course Reference Number) and that you are registering in the correct semester. CRNs for summer classes begin with 10000; fall classes, 20000; and spring classes, 30000.
Instructor Approval Required	Some courses require the permission of the instructor. The instructor can issue an electronic override or you can bring a signed Drop/Add slip to your Dean's Office.
Level Restriction	With few exceptions, only graduate students or senior petitioners may register for courses numbered 500 and above. Undergraduates need to submit a signed "Undergraduate Taking 500-Level Courses for Undergraduate Credit" from.
Link Required	You must register for both the class and its lab. For example, CHEM 110 has a "linked" lab. You cannot register for CHEM 110 without simultaneously registering for one of the many labs offered.
Major Restriction	Some classes may only be taken by students in certain majors. The catalog lists major restrictions in the course description. Students not majoring in that field can bring a signed Drop/Add slip to the Dean's Office.
Maximum Hours Exceeded	Undergraduate students in good academic standing may take up to 18 credit hours during a fall or spring semester. Graduate students may take up to 15 credit hours. Students who wish to register for

	more must obtain the permission of their Dean. Undergraduate students on warning or probation are restricted to 15 credit hours or fewer, as indicated by their academic standing.
Must Register in Person	Web registration for the course is not permitted; you must register in the Registrar's Office, Educational Services Center.
Prerequisite and Test Score Error	You do not have one or more of the prerequisites for a class. Don't forget that you must satisfy the Basic Skills Requirement before registering for any class numbered 300 or above. Only you Dean can override a prerequisite error. Classes you are currently enrolled in this semester fulfill pre-registration requirements.
Time Conflict	Two classes you attempted to register for have overlapping meeting times or start/end at the same time. The error message will state which CRN (Course Reference Number) the rejected class conflicts with. Bring a Drop/Add slip (or the appropriate paperwork for you college) signed by at least one of your instructors to your Dean's Office.

Appendix B: Compatible Browsers

The following lists the Web browsers supported by Banner7.x:

	Application			
Operating System	**Banner INB**	**Banner INB via Luminis Portal**	**Banner Self-Service**	**Banner Self-Service via Luminis Portal**
Windows				
XP (SP 1 & 2)	IE 6.x * Netscape 7.0x *^	IE 6.0; Netscape 7.2^	IE 6.x; Netscape 7.01, 7.2; Mozilla 1.7x; Firefox 1.0	IE 6.0; Netscape 7.2
2000	IE 6.x* Netscape 7.0x *^	IE 6.0; Netscape 7.2^	IE 6.x Netscape 7.01, 7.2 Mozilla 1.7x Firefox 1.0	IE 6.0; Netscape 7.2
Mac				
OS9	N/A	N/A	IE 5.1.7 Netscape 6.2.x Netscape 7.0.2	IE 5.1.7 Netscape 7.0.2
OSX (min. of 10.3)	Safari 1.2 ^	Safari 1.2^	IE 5.2.3 Netscape 7.1 Safari 1.2	Netscape 7.1 Safari 1.2

*requires Oracle JInitiator 1.3.1.18

^requires Sun plug-in 1.4.2